

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS:** 1158      **TITLE:** CHIEF, FIRE AND RESCUE DEPARTMENT      **GRADE:** E-13

**DEFINITION:**

Under the general direction of the County Executive and subject to County policy, directs the activities of the Fire and Rescue Department; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is exempt from the County's Merit System under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

**ILLUSTRATIVE DUTIES:**

Plans, coordinates and directs the overall operation of the Fire and Rescue Department, including fire suppression, hazardous material abatement, emergency medical service, fire prevention, and administrative and support services;

Formulates and enforces departmental regulations, Standard Operating Procedures, and General Orders;

Provides adequate training for recruits, employees, and volunteers;

Provides advice and counsel to members of the Board of Supervisors and the County Executive on matters relating to fire and rescue protection, trends, and methods, and on the agency's future needs;

Reviews reports and activities of subordinates;

Ensures that necessary reports are prepared for the County Executive, the Environmental Protection Agency, the Local Emergency Planning Commission and the National Fire Protection Association;

Prepares budget estimates and controls expenditures of all departmental funds;

Coordinates the divisions of the Fire and Rescue Department and the volunteer corporations to achieve a concerted effort in fire prevention, suppression, and emergency medical service;

Responds to major alarms or other emergencies and advises the Officer-in-Charge;

Maintains a working relationship with other fire protection agencies within the Washington metropolitan area and the Commonwealth of Virginia;

Develops mutual aid agreements and memoranda of agreement with regional and/or federal agencies that are mutually beneficial to both parties;

Establishes and maintains a working relationship with the Police Department, Water Authority, School Board, etc.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of, and the ability to effectively apply, the principles and protocols of modern firefighting, fire prevention and protection, emergency medical service, hazardous material abatement, and technical rescue;

Knowledge of local, state, and federal laws affecting departmental operations;

Knowledge of the principles of fire administration (including the functional areas of organization, personnel, budget and management analysis), and the ability to apply these

principles effectively;

Knowledge of research techniques and statistical analysis as they relate to the operation of a large municipal fire and rescue department;

Ability to organize, plan, and supervise the work of others;

Ability to develop and maintain effective working relationships with governmental representatives, staff, volunteer organizations, and the public;

Ability to communicate clearly and concisely, orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration or a related field;

Extensive formal training in fire science and fire administration; PLUS

Ten years of paid fire service experience, including two years of paid service as a senior manager in a large municipal fire and rescue department (i.e., as commander of field operations, fire prevention, support services, or administrative services, comparable to Fairfax County's Deputy Fire Chief; or as second-in-command of a large municipal fire and rescue department, comparable to Fairfax County's Assistant Fire Chief); AND

Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

**CERTIFICATES AND LICENSES REQUIRED:**

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-A or EMT-B);

Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;

Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND

Possession of a valid Motor Vehicle Driver's License.

REVISED: June 4, 1998

REVISED: August 23, 1996

REVISED: September 16, 1994

REVISED: July 26, 1982